



U.S. Department of Justice

Office of Community Oriented Policing Services (COPS)

Office of the Director
1100 Vermont Avenue, NW
Washington, DC 20530

April 23, 2003

Chief Frank Widmayer, III
Acton Police Department
365 Main Street
P.O. Box 2212
Acton, MA 01720

Re: Grant for Acton Police Department
MA00901 - 2003SHWX0063

Dear Chief Widmayer, III:

Congratulations on receiving a COPS in Schools grant award from the Office of Community Oriented Policing Services (COPS) for 2 new, additional full-time officer(s) and 0 part-time officer(s) in the amount of \$250,000. The grant award start date for your COPS in Schools award is 4/1/2003, which means that your agency may be reimbursed for entry-level salaries and benefits of additional officers hired on or after this date.

Enclosed in this award package is your grant award document with a list of corresponding grant conditions that apply to this program. Please read and familiarize yourself with these grant conditions prior to signing the document. As a reminder, departments awarded funding under the COPS in Schools grant program are required to attend a COPS in Schools Regional Training Workshop. The COPS Office, or our designee, will be the sole provider for the training, and COPS will reimburse all reasonable costs up to \$1,200 for each required participant to cover travel, lodging and per diem. In order to satisfy this condition, the specific COPS in Schools officer(s) assigned to the school(s) as a result of receiving this COPS grant, as well as one representative from the partnering school or school district, must attend one of these training workshops. Your agency will receive information on the training dates and locations in the near future.

Also included in this package is the *COPS in Schools Grant Owner's Manual*, which summarizes and explains the conditions of your agency's COPS in Schools grant award. This manual also has information relating to payment methods and procedures for receiving your grant funds. Furthermore, in an effort to assist your agency with completing the required financial reporting forms that must be regularly submitted to the COPS Office under this grant, a *Helpful Hints Guide* has been included in this award package.

For your convenience, a set of mailing labels has been enclosed which may be used to submit correspondence to the COPS Office. To officially accept your grant, please sign the enclosed award document and return the original to the COPS Office within 90 days. Failure to submit the signed award document within this 90-day period may result in withdrawal of the grant without further notice from the COPS Office.

We are pleased that your agency has elected to participate in the COPS in Schools grant program and look forward to working with you in a productive partnership to further your community policing efforts. Should you have any questions, please do not hesitate to contact the COPS Office at 1-800-421-6770. Your Grant Program Specialist will be happy to provide you with assistance.

Sincerely,

Carl R. Peed
Director



U. S. Department of Justice
Office of Community Oriented Policing Services
COPS in Schools Award

Application Organization's Name: Acton Police Department
Grant #: 2003SHWX0063
ORI #: MA00901
Vendor #: 046001062
Law Enforcement Executive Name: Chief Frank J. Widmayer, III
Address: 365 Main Street
P.O. Box 2212
City, State, Zip Code: Acton, MA 01720
Telephone: (978) 264-9638
Fax: (978) 263-3501
Government Executive Name: Town Manager Don P. Johnson
Address: 472 Main Street
City, State, Zip Code: Acton, MA 01720
Telephone: (978) 264-9611
Fax: (978) 264-9630

Award Start Date: April 1, 2003

Award End Date: March 31, 2006

Award Amount: \$ 250,000

Number of Officers: Full Time: 2
Part Time: 0

APR 24 2003

Carl R. Peed
Director

Date

By signing this award, the signatory officials are agreeing to abide by the Conditions of Grant Award found on the reverse side of this document:

Signature of Law Enforcement Executive with the
authority to accept this grant award.

Typed Name and Title of Law Enforcement
Executive.

Date

Signature of Government Executive with
the authority to accept this grant award.

Typed Name and Title of Government
Executive.

Date

CONDITIONS OF GRANT AWARD

1. The funding under this project is for the payment of entry-level SALARIES AND APPROVED FRINGE BENEFITS for three years for newly hired, additional sworn career law enforcement officers or rehired officers. Any portion of salaries above entry level must be provided for by the grant recipient. Overtime, training, weapons, communication equipment, vehicles or other items cannot be paid for with COPS funding. The federal share of allowable costs is limited to the amount awarded and may not be increased at any time during the grant period.
2. COPS in Schools grant funds must be used to hire one or more new, additional career law enforcement officers, beyond the number of officers that would be hired or employed by the grantee in the absence of the grant. Unless authorized in writing by the COPS Office, grant funds may not be applied to the salary or benefits of an officer hired by a grantee prior to the Award Start Date listed on the front of this document.
3. Your agency is expected to implement the retention plan submitted with your application to retain each of the additional sworn officer positions funded by the COPS in Schools program. The COPS Office will monitor retention for one full locally funded budget cycle after the expiration of the grant award.
4. Your agency is required to initiate or enhance community policing through the activities identified in your COPS in Schools grant application, including school resource officer duties. Significant changes to the community policing activities identified in the application must be approved by the COPS Office. In addition, the school resource officer position deployed in the school(s) as a direct result of receiving CIS funds is required to spend at least 75% of their time working in and around primary and secondary schools on youth related activities. This requirement is above and beyond the amount of time that the agency would have devoted to the schools in the absence of CIS funding.
5. Officers funded under this grant may only be involved in activities or perform services that exclusively benefit your agency and the population that it serves. If your agency receives police services through a contractual arrangement, your agency is responsible for ensuring that the hiring of the officer results in officer deployment into a partner school within your jurisdiction.
6. The grantee acknowledges its agreement to comply with the assurances and certifications submitted with the COPS in Schools application.
7. Your agency will be responsible for submitting Programmatic Progress Reports and quarterly Financial Status Reports. As those reports become due, your Grant Program Specialist and Staff Accountant can assist you with these forms and information necessary for compliance.
8. Requests for extensions of the grant award period that merely involve additional time, not additional funding, should be submitted to your Grant Program Specialist no earlier than 90 days before the grant end date.
9. The grantee agrees to allow the Department of Justice or the Comptroller General access to and the right to examine records and documents related to the grant.
10. The grantee agrees to comply with all requirements imposed by the Department of Justice as a condition or administrative requirement of the grant; with the program guidelines; with the requirements of OMB Circulars A-87 (governing cost calculations) and A-133 (governing audits); with the applicable provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; with 28 CFR Part 66 (Uniform Administrative Requirements); with the provisions of the current edition of the appropriate COPS grant owner's manual; and with all other applicable laws, orders, regulations or circulars.
11. Grantees that have 50 or more employees and grants over \$500,000 (or over \$1,000,000 in grants over an eighteen-month period), must submit an acceptable Equal Employment Opportunity Plan ("EEOP") or EEOP short form (if grantee is required to submit an EEOP under 28 CFR 42.302), that is approved by the Office of Justice Programs, Office for Civil Rights within 60 days of the award start date. For grants under \$500,000, but over \$25,000, or for grantees with fewer than 50 employees, the grantee must submit an EEOP Certification. Grantees of less than \$25,000 are not subject to any EEOP requirement.
12. The grantee agrees to complete and keep on file, as appropriate, an Immigration and Naturalization Service Employment Eligibility Verification Form (I-9). The form is to be used by recipients of Federal funds to verify the persons are eligible to work in the United States.
13. COPS in Schools grantees are required to send each school resource officer(s) (SRO) deployed into a partner school as a result of receiving a COPS in Schools grant, and one school administrator to one COPS in Schools Training.



U. S. Department of Justice
Office of Community Oriented Policing Services (COPS)
Grants Administration Division

1100 Vermont Avenue, NW
Washington, DC 20530

Memorandum

To: Frank Widmayer, III, Chief
Acton Police Department

From: Robert A. Phillips, Assistant Director, Grants Administration
Karen Molina, Grant Program Specialist, Grants Administration
Reginald Padgett, Staff Accountant, Finance Division

Re: Approved Budget, COPS in Schools

A financial analysis of budgeted costs has been completed. Costs under this award appear reasonable, allowable, and consistent with existing guidelines.

ORI: MA00901

Grant Number: 2003SHWX0063

OIP Vendor Number: 046001062

Year 1 - Costs Per

Full-Time Officer:

	Approved	Changes Breakdown	Change Reason
Annual Base Salary	\$36,425.00	\$0.00	
Fringe Benefits:	\$16,183.00	\$0.00	
Social Security	\$0.00	\$0.00	Exempt per Application
Medicare	\$528.00	\$0.00	1.45% of the base salary
Health Insurance	\$5,875.00	\$0.00	
Life Insurance	\$40.00	\$0.00	
Vacation	\$0.00	\$0.00	
Sick Leave	\$2,103.00	\$0.00	
Retirement	\$4,625.00	\$0.00	
Worker's Compensation	\$546.00	\$0.00	
Unemployment	\$364.00	\$0.00	
Holiday	\$1,682.00	\$0.00	
Personal	\$420.00	\$0.00	
	\$52,608.00	\$0.00	

Full-Time Officer Costs:

Project Costs Per Officer:

Salaries and Fringe Benefits:	\$164,123.00
Federal Share:	\$125,000.00
Applicant Share:	\$39,123.00

Total Officers:

04/10/2003 S-0 2

Total Changes:

\$-879.00

Total Project Costs:

Salaries and Fringe Benefits:	\$328,246.00
Federal Share:	\$250,000.00
Applicant Share:	\$78,246.00

Grand Total:

(Amounts have been rounded to the nearest dollar.)

Salaries and Fringe Benefits:	\$328,246.00
Federal Share:	\$250,000.00
Applicant Share:	\$78,246.00

Budget Cleared Date: 04/08/2003

Overall Comments:

Total project cost was reduced by \$1,758 due to disallowed cost of personal in year 2 & 3. The amount of the award reflects the maximum amount allowable (\$125,000 per officer for three years, or the total project cost per officer for three years, whichever is less). Lt. Donald Palma were notified 4/4/03.

CIS Revised Budget Summary - Important Notice

During the review of your COPS in Schools Program budget information, the Office of the Comptroller, Office of Justice Programs or the COPS Office amended the budget information submitted with your application. These adjustments affect your budget summary. The COPS Office modified your budget summary to reflect these changes and to meet legislative requirements.

Please examine the Revised Budget Summary below. COPS Office staff have changed the Federal Share, the local share or both shares. If you have any questions, please contact your grant advisor at the COPS Office at 1 800 421 6770. Thank you for your attention to this matter.

ORI: MA00901 Organization: Acton Police Department

The total three year cost for salaries and benefits per full-time officer requested is: **\$164,123.00**

The total amount of federal funds per full-time officer requested is: **\$125,000.00**

The total three year cost for salaries and benefits per part-time officer requested is: **\$0.00**

The total amount of federal funds per part-time officer requested is: **\$0.00**

Under the COPS in Schools, grant program, Federal funds per officer can not exceed \$125,000. If your total three year project cost per officer is less than \$125,000 then there is no local match. If your total three year project cost per officer is greater than \$125,000 then your local match is the difference between the total project cost and \$125,000. In cases where there is a local match requirement, the Federal Share of total salaries and benefits must decrease each year leading to full local funding by the fourth year of an officer's employment. At the same time, your Local Share must increase each year. If these amounts do not meet your needs, please provide revised figures in the blank table below. Thank you.

<i>Full Time</i>	<u>Year 1:</u>	<u>Year 2:</u>	<u>Year 3:</u>	<u>Totals:</u>
Federal Share (must decrease):	\$45,000.00	\$42,000.00	\$38,000.00	\$125,000.00
Local Share (must increase):	\$7,608.00	\$13,020.00	\$18,495.00	\$39,123.00
Total Salaries/Benefits:	\$52,608.00	\$55,020.00	\$56,495.00	\$164,123.00
Federal Share (must decrease):	_____	_____	_____	_____
Local Share (must increase):	_____	_____	_____	_____
Total Salaries/Benefits:	_____	_____	_____	_____
<i>Part Time</i>				
Federal Share (must decrease):	\$0.00	\$0.00	\$0.00	\$0.00
Local Share (must increase):	\$0.00	\$0.00	\$0.00	\$0.00
Total Salaries/Benefits:	\$0.00	\$0.00	\$0.00	\$0.00
Federal Share (must decrease):	_____	_____	_____	_____
Local Share (must increase):	_____	_____	_____	_____
Total Salaries/Benefits:	_____	_____	_____	_____

The undersigned agrees to adhere to the financial commitments outlined above.

Name (typed) of Authorized Official: _____ Title: _____

Signature: _____ Date: _____

U.S. Department of Justice
Office of Community Oriented Policing Services

EXTRA INFO. 6/7/03 - 14

7/14/03 - 12



COPS Fact Sheet

COMMUNITY ORIENTED POLICING SERVICES
U.S. DEPARTMENT OF JUSTICE

www.cops.usdoj.gov

Retention Requirements for COPS Funded Positions

Retention Basics

All COPS hiring and redeployment grant programs have a retention requirement.

COPS-funded positions must be retained for at least one full local budget cycle beyond the local budget year in which the federal funding concluded. The retained positions must be in addition to the number of locally funded positions that would otherwise have existed without federal funding. Consistent with the intent of the 1994 Crime Act, this requirement helps to ensure a long-term increase in the number of sworn officer and/or civilian positions serving the community. These additional positions must be retained using state, local, or other non-federal funding. You may not use attrition to meet the retention requirement.

COPS Programs Subject to the Retention Requirement

The retention requirement applies to the following COPS grants:

- Accelerated Hiring Education and Deployment (AHEAD),
- COPS in Community Prosecution Pilot Program (CICP),
- COPS in Schools (CIS) grants,
- Distressed Neighborhoods,
- Funding Accelerated for Smaller Towns (FAST),
- Making Officer Redeployment Effective (MORE),
- MCHS Initiative,
- Mental Health and Community Safety Initiative for American Indian / Alaska Native Children, Youth and Families,
- Small Communities Grant Program (SCGP),
- Tribal Hiring Renewal Grant Program,

- Tribal Resources Grant Program (TRGP), and
- Universal Hiring Program and Supplements (UHP).

Retention Agreements

When an agency applies for and accepts a COPS grant, it submits retention information on some or all of the following documents: grant application; budget summary sheets; signed grant award page; grant conditions (specifically including retention planning); annual reports; and the Retention Plan Certification form. Agencies must follow through with these plans and the grant conditions as agreed upon grant acceptance.

Retention Planning

Plans to retain COPS-funded positions must reflect a legitimate attempt by the law enforcement agency and its governing body (e.g., the city, county, town, or borough) to secure and provide resources to continue funding the additional officer and/or civilian position(s). An acceptable Retention Plan Certification must be submitted with the grant application.

The COPS statute requires agencies to plan to retain the additional COPS-funded sworn positions and civilian positions with *state or local* funding at the conclusion of federal support. Therefore, other federal funding, including but not limited to UHP, MORE, Advancing Community Policing, Local Law Enforcement Block Grants (LLEBG), COPS in Schools, or Community Development Block Grants (CDBG), may not be used to fund the retention of officer or civilian positions.

Failing to Plan for Retention

Failure to document efforts to retain COPS-funded positions, or making no efforts to retain, may result in the revocation or suspension of existing grant funds, rejection of pending applications, ineligibility for further COPS or Office of Justice Programs funding, and any other remedy the COPS Office deems appropriate. For audit purposes, records documenting retention must be available for review for up to three years after the conclusion of the grant.

As part of our monitoring efforts, COPS, the Office of the Inspector General, and other U.S. Department of Justice representatives regularly review departments' progress in retention planning. Retention planning is a condition of the grant award and is a compliance requirement. COPS will track sworn and civilian position retention following the conclusion of each grant through a variety of monitoring activities, e.g., progress reports, site visits and office-based grant reviews. If your agency currently has an active grant, COPS will confirm retention planning when it conducts a monitoring site visit or an office-based grant review.

Sample Retention Plans

Across the country, agencies are using sound fiscal management policies to retain COPS-funded staff. Most grantees are retaining through budget requests to their governing bodies. In addition, agencies have turned to innovative funding avenues such as:

- Collaborative arrangements with other state/local agencies to share the cost of positions based on assignments (e.g., school districts, public housing);
- Using funds from cost savings in other government agencies;
- Retiring municipal bonds;
- Applying for other non-federal funding sources such as state grants to support the additional COPS positions at the termination of the COPS grant;
- Using funds from parking, traffic or ordinance enforcement;
- Using asset forfeiture funds;
- Seeking law enforcement funding from private sources, including corporate and non-profit entities; and/or
- Pursuing local revenue initiatives.

This list is just a sample of the innovative approaches used to obtain funding to meet the retention requirement. The COPS Office does not recommend any one particular approach, but advises tailoring your retention plan to your community's specific circumstances.

Grant Monitoring

Retention Plans submitted to the COPS Office must include the following elements to be acceptable:

Document co-signed by the highest ranking Law Enforcement Executive (Chief/Sheriff/Director of Public Safety, etc.) and the highest ranking Government Executive (Mayor/City Manager/Chairman of County Commission, etc.) that identifies:

- The planned sources of funding for retaining the position(s); and

Jurisdictions must submit a retention plan at the time of application. For many programs a Retention Plan Certification is required which will serve as your official retention plan. Grantee agencies must also submit these documents upon request by the COPS Office.

Financial Distress and Retention

Local fiscal and budgetary conditions cannot always be predicted. If circumstances arise which jeopardize the law enforcement agency's ability to retain, the COPS Office must be contacted immediately for a review of the retention plan and implementation efforts. The COPS Office will evaluate these situations on a case-by-case basis. Retention exemptions, are granted only in cases of severe local distress or other mitigating circumstances as deemed appropriate by the COPS Office. These exemptions are not an option and will not be considered during the pre-award phase. Exemptions to the retention plan requirement will not be considered until the last quarter of the grant period.

For More Information

For questions about the retention requirement, please contact your Grant Program Specialist by calling the U.S. Department of Justice Response Center at 1.800.421.6770, or by visiting the COPS web site at: www.cops.usdoj.gov



Retention Plan Certification

Office of Community Oriented Policing Services (COPS)

Instructions:

All agencies applying for COPS in Schools grant monies to hire additional officer positions must submit this Certification with their application. Please review the COPS retention requirements thoroughly in the "How to Apply" section of the Application Instructions before signing this form. If you have questions, please call the U.S. Department of Justice Response Center at 1.800.421.6770, and ask to speak with your Grant Program Specialist.

COPS in Schools grantees are required to retain all additional officer positions awarded for at least one full local budget cycle following the expiration of COPS grant funding for each COPS-funded officer's position. The additional officer positions should be added to your agency's law enforcement budget with state or local funds for at least one full local budget cycle, over and above all other locally-funded officer positions (including other School Resource Officers) that would have existed regardless of the grant, from the time that the 36 months of grant funding for each COPS position expires. Absorbing COPS in Schools officers through attrition (rather than adding the extra positions to your budget with additional funding) does not meet the retention requirement.

We, Town of Acton Police Department, certify that we have read and understand the COPS Office retention requirements.

(Applicant's Legal Name)

Furthermore, we certify that if awarded, our agency plans to comply, in full, with these requirements.

Use the space below to explain how your Department currently plans to retain any additional officer position(s) awarded. Please be as specific as possible about the anticipated source(s) of retention funding (General Fund revenues, local ballot item, etc.) your agency plans to utilize. If additional space is needed, please continue your explanation on Department letterhead. A missing or incomplete response could affect your ability to receive funding.

SEE ATTACHED SHEET

III. Law Enforcement Executive

(both signatures are required)

Government Executive

Name: Frank J. Widmayer, III

Name: John Murray

Title: Chief of Police

Title: Assistant Town Manager

Date: 5/16/02

Date: 5/16/02

Signature: Frank J. Widmayer III


Signature: John Murray

**COPS IN SCHOOLS 2002
RETENTION PLAN
MA 00901**

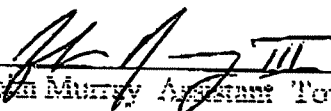
The Acton Police Department, in receiving this grant intends to retain any COPS positions hired through this grant for one local budgeting cycle at the conclusion of federal funding.

The Police Department has received endorsement for application of this grant from local government official as well as the Superintendent of Schools.

Funding initiatives will include seeking funding through the local government budgeting process, other non-federal grant sources, education grants or other programs as available. Appropriations for additional funding at the end of the grant to the police budget for the retention of the school resource officers will be added to the preliminary budget at the beginning of the local budget process.


Frank J. Widmayer, III Chief of Police

5/14/02
Date

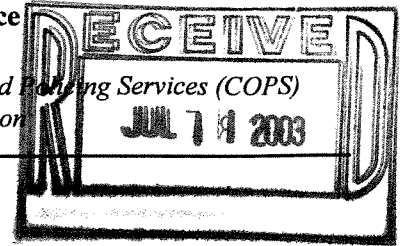

John Murry Assistant Town Manager

5/16/02
Date



U.S. Department of Justice

Office of Community Oriented Policing Services (COPS)
Grants Administration Division



1100 Vermont Avenue, NW
Washington, DC 20530

July 1, 2003

Chief Frank J Widmayer, III
Acton Police Department
365 Main Street
P.O. Box 2212
Acton, MA 01720

Re: COPS CIS Grant # 2003SHWX0063
ORI: MA00901

Dear Chief Widmayer, III:

Your agency was awarded a CIS grant for additional officer positions on 4/1/2003. When awarding grant recipients the COPS Office provides departments with 90 days to accept the grant and return the signed award document. In reviewing our records, it has come to our attention that our Office has not yet received the original copy of the signed award document that was mailed to your agency on 4/29/2003 accepting the grant. We wanted to take this opportunity to remind you of the 90-day grant acceptance policy.

In order to begin receiving reimbursement for this grant, you must return the original signed award document to our Office. If you would no longer like to accept this grant, please send a letter requesting to withdraw from this program to your COPS Grant Advisor. **We are requesting that you submit the necessary information to the COPS Office in the next 30 days. If the COPS Office does not receive this information by this date, your agency could be in jeopardy of being withdrawn from this grant program.** If you have already submitted this information or have any questions regarding this letter, please feel free to contact your Grant Advisor at 1-800-421-6770.

Sincerely,

Robert A. Phillips
Assistant Director for Grants Administration

cc: OC Financial Services Branch Manager